

## Ambassador Requirements and Expectations

Ambassador Name: \_\_\_\_\_ Date: \_\_\_\_\_

Ambassador agrees to the following:

- Committee members are required:

### Requirements and Expectations:

- To be current members of the Chamber.
- Have at least 6 months of membership and attend at least 5 professional development/networking events in the last year.
- Participate in scheduled orientation.
- Understand and review the Ambassador Service Commitment Pledge.
- Read Middleton Chamber Weekly Update and Ambassador Weekly Update newsletters.
- Attend 8 monthly Ambassador Committee meetings on an annual basis. If you aren't able to make it, you must let Membership Development Manager know.
- Volunteer for at least three Chamber events/quarter.
- Attend as many Chamber events as possible.
- Follow the Middleton Chamber on social media and SHARE our events and updates.
- Connect with at least 30 members annually.
- Make at least 2 membership referrals/year to Membership Development Manager.
- Able to respond knowledgeably if asked questions about the Middleton Chamber of Commerce.
- Follow the Middleton Chamber Member Code of Conduct.
- Respect the roles of the Staff, Chamber Executive, Committee Members, Board of Directors, and volunteers. The Middleton Chamber of Commerce has a 0 tolerance policy for any disparaging remarks made about the Staff, President & CEO, or Ambassador Committee Members.
- Meet with Membership Development Manager and/or President & CEO upon request.
- Remain open to feedback and coaching so Ambassador reaps all the rewards of the committee.

Ambassador understands that their term will span a duration of two years, during which they play a crucial role in representing our organization. However, with prior approval, Ambassadors have the option to extend their term for an additional year, allowing for continued dedication to their responsibilities. Following the completion of their two-year term or the approved extension, Ambassadors are encouraged to reapply after a hiatus of two years. This approach ensures a dynamic and diverse committee while providing former Ambassadors with the opportunity to bring their valuable experience back to the team.

If Ambassador is not meeting the requirements and expectations, Membership Development Manager will reach out and provide coaching if needed. We also understand that personal and professional obligations come up; if you need to step away for a period of up to 2 months, your spot will be held. If you can no longer fulfill the obligations and expectations of the Committee, you may withdraw. If, at any point, Ambassador is not fulfilling expectations, Membership Development Manager and



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President/CEO reserve the right to remove individual from the committee. If Ambassador is absent from meetings and non-responsive to communication, it will be assumed you are vacating your spot.

\_\_\_\_\_  
Middleton Chamber of Commerce

\_\_\_\_\_  
Date

I understand the purpose of the Ambassador committee, the requirements of membership and the commitment asked of me.

\_\_\_\_\_  
Ambassador

\_\_\_\_\_  
Date